

ADMINISTRATIVE
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12 SEP 1974

MEMORANDUM FOR: Director, Office of Finance

SUBJECT : Position Management Survey

1. The attached report is the result of a recent survey of the positions, manpower utilization, and organizational structure of the Office of Finance.

2. The recommendations contained in this survey include a number of changes in organizational structure as well as specific position grade and title adjustments, an increase in total staff ceiling from [REDACTED] a decrease in upper level ceiling from [REDACTED] and a decrease in average grade from 9.342 to 9.317. These decreases are the result of changes in functional responsibilities and are recommended with the intent of providing greater position equity.

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4. Since early implementation of the survey results is desirable, I request that your review of this report be completed within 45 days. During this period, representatives of the Position Management and Compensation Division will be available to discuss any aspects of the survey report at your convenience.

5. After the resolution of any problems between your Office and PMCD, I would appreciate information as to your views on how worthwhile the advice in the survey report has been - specifically, to what extent it has helped you to accomplish your programs more effectively and to utilize employees efficiently.

6. Your advice will be of great help to us in determining the aspects of position management surveys which will be given greater emphasis in the future.

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F. W. M. Janney
Director of Personnel

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